CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST

Purpose and Applicability: Also commonly referred to as "Special Use Permits", Conditional Use Permits (CUPs) are required for certain uses, developments or use expansions according to the corresponding zoning district. Upon receipt of a complete application, which may require additional documentation such as a traffic study, a public hearing is scheduled with the Planning and Zoning Commission with all required notices sent in accordance with city and state code. After hearing all testimony and evaluating all documentation provided, the commission deliberates and renders a decision. Should approval be granted, the commission may impose additional conditions in order, for example, to mitigate impacts, ensure proper maintenance, provide for on or off-site facilities, or control the timing and sequence of development. For a CUP to be approved, it must be shown not to be in conflict with the City's Comprehensive Plan. Prior to applying for a CUP, consultation with City Staff is recommended.

Applications can be submitted by visiting **www.sandpointidaho.gov/planningapply**. In preparation, please gather the below documents, as applicable. The City may request additional information in specific circumstances in order to assist the Planning Commission in reviewing the request. The date of the Planning Commission review will be established upon the acceptance of a **complete** application. If you have any questions, please feel free call us at **(208) 263-3370** or contact us via our email form at **www.sandpointidaho.gov/contactplanning**.

Narrative Statement: Submit a narrative statement demonstrating in what ways the request conforms or does not conform to the following standards:

1) Will, in fact, constitute a conditional use as established on the official schedule of regulations for the zoning district involved.
2) Will be harmonious with and in accordance with the general objectives, or with any specific objective of the Comprehensive Plan and/or applicable sections of the Sandpoint Code.
3) Will be designed, constructed, operated and maintained to be harmonious and appropriate with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
4) Will not be hazardous or disturbing to existing neighboring uses.
5) Will be served adequately by essential public services and utilities such as highways, streets, police and fire protection, drainage systems, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service or utility.
6) Will not create excessive additional requirements at public cost for public services and utilities and will not be detrimental to the economic welfare of the community.
7) Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reasons of traffic, noise, smoke, fumes, glare or odors.
8) Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public roads.
9) Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

Site Plan: Provide a scaled plan (minimum scale is 1" = 100') including, but not limited to, location and dimensions of the following:

1) Property lines and all building setbacks
2) Road Frontage
3) Impervious Surfaces
4) Lot size and Total Building Floor Area
5) Outdoor storage areas
6) Dumpster and enclosure location
7) Existing and/or Proposed Utility or Other Easements
8) Proposed Signs, murals, and other artistic elements

Parking Lot: Provide a scaled plan (minimum scale is 1" = 100') including, but not limited to, location and dimensions of the following:

1) Existing and/or Proposed Curb Cuts
2) Customer and Employee Parking
3) Loading and Service Areas
4) Interior / Street Sidewalks and Curb Ramps
5) Traffic Circulation Patterns
6) Snow Removal and Storage Plan
7) Parking Lot Pedestrian Access Pathways
8) Parking Lot Lighting

Landscape Plan: Provide a scaled landscape plan (minimum scale is 1"=100') including the following:

1) Existing vegetation
2) Proposed plantings for parking lot and Public right-of-way

Building Plans: Provide a scaled floor plan (minimum scale is 1"=100') including the following:

1) Floor plans
2) Elevations - front, side & rear (Include proposed building materials)
3) Roof line dimensions
4) Seating capacity for churches or other general assembly areas
5) Exterior Building Lighting

Preliminary Stormwater Management Plan: May be applicable to development activities that require grading, site development, parking lot paving construction, street improvement, or building permits (Ord. No. 1253).

1) Project summary narrative with supporting design calculations
2) Site plan, not greater than a scale of 1"=100'
3) Erosion and sediment control plan
4) Operation and maintenance plan

Trip Generation and Distribution Letter/Traffic Study: The purpose of a TG&D letter is to determine whether a *traffic impact study* will be required for the development and in advance of being heard by the Planning & Zoning Commission. TG&D letters shall include (for specifics reference Appendix H of the Urban Area Transportation Plan):

1) Project Location
2) Project Action
3) Trip Generation
4) Trip Distribution and Assignment

Property Owner Consent Letter: If the owner is not the applicant, a letter signed by the property owner consenting to the application.

Provide proof of ownership in the form of a copy of the title report or the deed of record for the site of the proposed project. A sale agreement may be acceptable. If property is to be rented or leased, please provide written authorization of the record owner for processing of the application.

Application Fee: Please call Planning & Building Services at 208-263-3370 or consult the Planning & Building Applications webpage at **www.sandpointidaho.gov/planbuildapps**.